

**FREEPORT PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

July 10th, 2024 – 6:00 pm

---

**I. CALL TO ORDER**

A meeting of the Freeport Public Library Board of Trustees was held in the Library Board Room on July 10th, 2024. Board President Mary Kaufman presided and called the meeting to order at 6:00 pm.

***Notice is hereby given that a majority of a quorum of the members of City Council of the City of Freeport may be present at the above-referenced meeting. No action on the part of City Council will be taken.***

**Members Present:**

Julie Reynolds          Lucas Kramer          Mary Kaufman          RoseMarie Brubaker  
Al Evon

**Members Absent:**

Betty Butler          Alan Greene          Tasha Mazique          Renne Barr

Also present, Executive Director Ashley Huffines. Kya Eckert acted as Recording Secretary.

**II. CHANGES/CORRECTIONS TO THE AGENDA**

None.

**III. APPROVAL OF MINUTES**

(Reynolds/Brubaker) Motion to approve the minutes from the June 12th, 2024 meeting. 5 in favor/0 opposed. Motion Carries.

**IV. FINANCIAL REPORT**

Still acting as the Financial Secretary, Kaufman commented on multiple lines in the finance reports. 58% of the budget has been spent, which is standard for halfway through the fiscal year.

**Replacement Tax**

The library received an additional \$14,000 in replacement taxes. Huffines notified the board that the City's Finance Director acknowledged a missed payment in January 2024. With the new addition, the balance now totals \$50,000. Kaufman mentioned the grant from the Foundation for Northwest Illinois. Additionally, the revenue from fines and fees has increased slightly due to heavier summer foot traffic in the library. The Per Capita grant came in about \$200 more than expected, an increase of about one penny per person. Huffines made a note to take a closer look at the negative balance in the janitorial supplies line. Evon inquired about our marketing expenses for the year so far. Huffines responded that marketing expenses include branded library outreach supplies and printing marketing materials. Evon also remarked on the history room's account having more spent than in previous years, to which Huffines replied she's happy to see it being put to good use. Brubaker expressed concern about the remaining 36% for building repair maintenance for the year. Huffines made a note to review that line as well, which was possibly set over by multiple fire inspections and other unforeseen facility maintenance items. The finance department has advised Huffines to adjust the necessary lines at the end of the year.

(Kramer/Reynolds) Motion to accept the June 2024 financial report.  
5 in favor/0 opposed. Motion carries.

## **V. PRESIDENT'S REPORT**

Tonight was Kaufman's first meeting as board President. She spoke about a recent experience at a local business, where she met with a couple who recently moved to the area. The two spoke very highly of the library's facility and staff before Kaufman ever mentioned she was a member of the board.

She also celebrated library staff, Erin and Kya, for their performances in Beautiful the Musical at Highland Community College and for sharing their talents with the community.

## **VI. DIRECTOR'S REPORT**

Huffines reported another month of outstanding program attendance between youth, teen, and adult programs!

### **Administration**

Strategic Planning - After your feedback, Emily updated the introduction section of the plan to better connect it with our SP, and Huffines researched tools to track progress and communicate the use of the SP. To ensure our goals are revisited and implemented? Huffines is using a software called monday.com to track progress with projects and view the overlap of tasks to be completed. She explained the online workspace, its different tables and graphs, and how she will be using it as an internal resource for the admin team.

Finance - With budgeting season approaching, Huffines will soon start working on the first draft of the 2025 budget. Troy Lessman and Huffines have identified an \$80,000 Certificate of Deposit (CD) maturing in the fall. They plan to deposit it into the Capital Equipment Fund to cover the parking lot repair costs. The question is whether to deposit the full \$80,000 or just half. Also, considering that the Capital Equipment fund currently holds \$130,000, it's important to determine how much of a balance to maintain and how much to put into a CD to gain interest. The board discussed CD interest rates, and Evon raised the important point of whether any upcoming facility plans might require cash on hand. Huffines agreed with Evon in favor of depositing the funds into the Capital Equipment Fund.

Director Vacation - Huffines will be out of the country from July 20 to July 27, returning on July 29. Amanda will be the Acting Director during her absence. The board wished Huffines a wonderful time on her well-deserved vacation.

### **Facilities**

The parking lot contracts have been signed, and Huffines is in the process of scheduling the Pre-Construction Meeting. The contract states that the construction should be completed by August 9.

Huffines also discussed her recent outreach, meetings, and ongoing projects. She mentioned her first meeting as the President of the Rotary Club and her progress on a benchmarking study through HR Source. Huffines has previously worked with HR Source and always had positive experiences with their service.

## **VII. MANAGEMENT REPORTS**

**Adult Services** - In June, crafts were well-attended, and there was an increase in reference questions. When asked about the One Book One Freeport committee meetings, Reynolds said it's been very exciting and things are going well.

**Circulation** - Circulation was up in June. Huffines reviewed new patron demographics and digital resource usage.

**Youth Services** - The Summer Reading Kick-off event had about 500 attendees. Switch games are very popular, as a majority of the collection is always checked out. The Youth Librarian recorded 58 programs and outreach events just last month. She also reported a significant increase in teen attendance. Today was Sloth Day, where families could register to meet Stella the two-toed sloth!

Evon mentioned the technology grant. Huffines replied that she received the signed contract on Tuesday, and has been working on the pricing with our IT company. The next steps will be to order the devices and begin updating our staff and patron computers.

## **VIII. UNFINISHED BUSINESS**

### **Board Officer Elections - Vice President and Financial Secretary**

(Evon, Brubaker) Motion to nominate Julie Reynolds to continue as Vice President.  
5 in favor/0 opposed. Motion carries.

(Reynolds, Brubaker) Motion to nominate Lucan Kramer as Financial Secretary.  
5 in favor/0 opposed. Motion carries.

### **Approval of the 2024-2027 FPL Strategic Plan**

Evon asked about incorporating due dates in the goals section of the final draft, or instead, in an internal document for more flexibility. The board settled on adding due dates/ timelines to the internal goals document.

(Reynolds, Kramer) Motion to approve 2024-2027 FPL Strategic Plans with spelling edits on page 4.  
5 in favor/0 opposed. Motion carries.

## **IX. NEW BUSINESS**

### **Policy Approval - Slip, Trip, Fall & Lifting**

Huffines reviewed the policy and answered the board's clarifying questions.

(Evon/Brubaker) Motion to approve the Slip, Trip, Fall, & Lifting Policy as presented.  
5 in favor/0 opposed. Motion Carries.

## **X. DISCUSSION**

None.

## **XI. ADJOURNMENT**

(Reynolds/Kramer) Motion to adjourn the meeting at 6:49 pm.  
5 in favor/0 opposed. Motion Carries.

---

Submitted by Kya Eckert